

MAINTENANCE AND REPAIRS SUPERVISOR

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs responsible technical work planning and participating in a variety of building maintenance and repair assignments; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising and participating in building and grounds installation, repair and maintenance; securing maintenance, repair and custodial supplies and equipment; preparing and maintaining appropriate records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals; coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; assists with complex/problem situations; provides technical expertise.
- Reviews incoming work orders; approves, prioritizes, and schedules projects; assigns projects to proper personnel for completion; coordinates project timetables with respective departments.
- Oversees the work of electrical, HVAC, plumbing, painting, carpentry, roofing, locksmithing, boiler mechanics and related trades workers.
- Assists in performing various skilled or manual tasks associated with department projects and work activities as needed.
- Performs department purchasing; purchases goods and services; updates and maintains adequate inventories; contacts vendors for pricing, purchasing and unsatisfactory products/service; maintains blanket purchase orders; researches building specifications to obtain parts; loads and unloads deliveries and returns.
- Generates bid documents for various projects, goods and services; reviews bids and recommends contract award.
- Assists with the development of the annual operating budget; provides project cost and estimates for long range planning.
- Coordinates snow removal and ice control.
- May be required to work outside normal work hours in on-call or emergency situations.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the methods, materials, tools and equipment used in building maintenance and repair; thorough knowledge of hazards and safety precautions associated with type of work assigned; thorough knowledge of applicable codes, pertinent inspection and safety requirements; skill in the use of hand and power tools of the trade; ability to recognize and diagnose problems; ability to make time and materials estimates; ability to follow oral and written instructions; ability to plan and supervise the work of others; ability to work from sketches, blueprints and drawings; ability to maintain records; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by vocational training in building construction trades and mechanical system operations/maintenance and considerable experience in building and grounds installation, maintenance and repair.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. May require licensure and/or certification relevant to area of assignment.

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